

Chief, Services Branch

21 November 1947

Chief, Fiscal Division

Installation of a telephone in the home of a Fiscal employee

The work currently being performed by Mr. [REDACTED] in the Pay Roll Section of the Fiscal Division in processing pay roll and related documents, consisting of instructions and regulations, makes it highly desirable that a telephone be installed in his home at [REDACTED]

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This individual is responsible for processing various phases of accounting work and, in addition, formulates plans and devises procedures to improve pay roll processing in field installations. He is further required to perform a post-audit on each foreign account and advise the Mission concerned with respect to any irregularities or adjustments required in connection with the payment; follows through on all changes and regulations pertaining to Quarters and Cost of Living Allowances, and other pay roll matters, to insure that advice is rendered to foreign outposts to permit payments of their accounts to be consistent with laws, regulations and administrative policies.

The reason the request has not heretofore been presented for a telephone in the home of this individual is explained by reason of the fact that he has assumed present responsibilities within the past 90 days and it has only recently been brought to my attention that he did not have a telephone that could be utilized in an emergency.

A few days ago, while he was absent due to illness, it was necessary to contact this employee with respect to adjustments required in effecting payments for Quarters and Cost of Living Allowances. The State Department and the Bureau of the Budget had occasioned this need when they classified the [REDACTED] for Living and Quarters Allowances, effective 1 July 1947, (releasing the schedule to the Agency on 29 August 1947) in a manner that was inequitable and was contested by the organization. This caused the two departments to reconsider and effect a change to the release effective 1 July. This notice reached the undersigned informally during the week beginning 10 November 1947, and had we been able to contact Mr. [REDACTED] the notice could have been released to the [REDACTED] to permit them to effect the required adjustment to bring the Living and Cost of Quarters payments to a current status for all personnel in that Mission with the pay period

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ending 16 November. However, since Mr. [REDACTED] could not be satisfactorily contacted and since his post-audit figures pertaining to the adjustment could not be located, advice was not furnished in sufficient time to permit the adjustment to be accomplished as desired. In this connection, it should be remembered that employees stationed at the [REDACTED] post have not received a Living and Cost of Quarters payment since the latter part of August.

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It is expected that other occasions will arise necessitating a ready contact with Mr. [REDACTED] since he is handling pay roll assignments and other related instructional items for personnel in foreign locations. The aid of the Services Branch in contacting the appropriate officials of the Chesapeake & Potomac Telephone Company, 1026 North Irvin Street, Arlington, Virginia, to insure that a telephone is established in this individual's residence will be greatly appreciated, as it is felt that the installation of a telephone will facilitate the administration of each foreign post.

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If any additional information should be required to permit appropriate action, such facts as may be necessary will be forwarded immediately upon receipt of your request.

[REDACTED]
Chief, Fiscal Division

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[REDACTED] hvw

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c.c. Mr. Saunders via [REDACTED]
F.P.S.